



**SUFFOLK COUNTY POLICE DEPARTMENT**  
*ACCREDITED LAW ENFORCEMENT AGENCY*  
**APPLICATION FOR LETTER OF GOOD CONDUCT**  
**PDCS-5425c**



**SECTION I: MUST BE COMPLETED BY APPLICANT**

Type or print clearly and complete the Application for a Letter of Good Conduct (PDCS-5425c) form by following these instructions:

- Complete all applicable sections of the PDCS-5425c form with the information pertaining to the research to be conducted;
- Sign at the appropriate area authorizing for the research to be conducted;
- A **United States Citizen** is required to provide two forms of identification that must be copied and notarized when submitting this form: a valid Driver's License or State Identification Card, a Birth Certificate, Military Identification Card, a current Passport, a valid Permanent Alien Registration Card or Employment Registration Card. Individuals who are no longer residing within Suffolk County must provide proof of a previous Suffolk County Address;
- A **Non Citizen** is required to provide two forms of identification that must be copied and notarized as proof of citizenship when submitting this form: a valid Driver's License, a valid Passport, Temporary Alien Registration Card, Employment Registration Card or a Letter from the Department of Immigration and Naturalization Services verifying the applicant's full name, address, and reason for the Letter of Good Conduct; Individuals who are no longer residing within Suffolk County must provide proof of a previous Suffolk County Address;
- Sign at the appropriate area and attach a nonrefundable payment of \$20.00 (Twenty-dollars) per person. Pay by check or money order payable to "Suffolk County Police Department", and include a self-addressed stamped envelope for your reply.

**Name to be Researched** \_\_\_\_\_

**Maiden Name or Any Other Name Used** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Place of Birth** \_\_\_\_\_

**Social Security Number** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Current Address** \_\_\_\_\_

**Previous Address** \_\_\_\_\_

(if Residing at Current Address for Less Than Ten (10) Years)

**Indicate Reason Letter of Good Conduct Requested :** ☐ **Adoption** ☐ **Employment** ☐ **Visa**

☐ **Application for Citizenship** ☐ **Other (Please explain)** \_\_\_\_\_

**Father's Name** \_\_\_\_\_ **Mother's Maiden Name** \_\_\_\_\_

**Name of Applicant** \_\_\_\_\_

**Signature of Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_ **Phone # (Day):** \_\_\_\_\_

**NOTE: FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS "A" MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE N.Y.S. PENAL LAW**

**SECTION II: For Use By Police Department Personnel**

\_\_\_\_\_ **Approved** \_\_\_\_\_ **Denied (Documentation to be Provided to Applicant)**

**Investigating Employee's Initials** \_\_\_\_\_ **Supervisor's Signature** \_\_\_\_\_

**Failure to comply with all the necessary data may result in the delay, or denial of your request. Should you have any questions, please contact the L.O.G.C. Desk at this agency Monday through Friday at (631) 852-6316 between the hours of 9:00 am and 4:30 pm.**